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CUSTOMIZED TRAINING

Every business and organization is different, with distinctive processes, singular needs and unique objectives. One-size-fits-all training just won’t cut it.

TrainND SE offers courses and customized programs for nearly every industry. More importantly, we make our training fit your organization and your needs, not the other way around. Our staff will:

◆ **Train** at NDSCS-Wahpeton, NDSCS-Fargo, at your site or virtually.
◆ **Customize** every program to address your specific challenges and deliver exactly the experience your employees need.
◆ **Tailor** courseware to deliver only topics you select.
◆ **Maximize** cost effectiveness by training on multiple topics in a single program.
◆ **Deliver** private training on any of the topics we regularly offer.

OPEN ENROLLMENT TRAINING

We offer a full schedule of classes each quarter ranging from technology classes to soft skills.

The open enrollment option is ideal for individual(s) seeking training regardless if they are representing a company/organization, self-employed or an individual seeking skills for their personal benefit.

TrainND SE gives each training topic a number of class options each quarter based on the demand for a class. If a particular class is not scheduled, an individual may place their name on our waiting list.

The North Dakota State College of Science is committed to providing a healthy environment for all stakeholders. For COVID-19 guidelines go to NDSCS.edu/Training.

ROOM RENTALS

Please contact Tabitha to rent a room in Fargo or Wahpeton.

**Tabitha Dodge**
*Event Services Coordinator*
800-342-4325
NDSCS.StudentLife@NDSCS.edu

TRAINND SOUTHEAST STAFF

**Susie Carlson**
*TrainND SE Director*
701-231-6912
Susie.Carlson@ndscs.edu

**Jeanine Alimaras**
*Workforce Affairs Director*
701-231-6915
Jeanine.Alimaras@ndscs.edu

NDSCS.edu/Training | 701-231-6915
The Path to an Inclusive Workplace
Research shows that employees who feel included are 51% more likely to recommend your company as a great place to work, 43% more committed to your company, 28% more engaged at work, and have 19% greater well-being in their lives. Inclusion is defined as feeling welcomed, respected, and valued. While hiring goals may boost diversity, they will not create an inclusive culture and may actually cause more turnover. In this workshop, we will address the components of an inclusive organization. This will be an interactive session in which we will examine best practices and reasons why inclusion efforts can fail. Throughout the three-hour workshop, experiential exercises, discussion, and information sharing will be used to move you down the path to an inclusive workplace. You will leave the workshop with techniques to apply within your organization. **$149 Call to schedule.**  
**Facilitator:** Claudette Peterson, Ed.D. and Tim O. Peterson, Ph.D.

Boost the Power of Your Website with 21 Low-Cost, Easy-to-Implement Changes!
Are you frustrated with the results of your website? Do you wish you could sell more or get more leads from your website? Do you want to maximize every dollar you spend on your website? If so, this workshop is for you.

In this five-hour workshop, we will cover 21 “Front end” aspects of having a strong website. This workshop will not be covering technical aspects of your website, such as Search Engine Optimization (SEO) or XML files, but will be covering “front end” aspects such as copy, design, Opt-ins and CTAs. Armed with this knowledge, you will be able to easily make changes to your website to see better results and build your business. **$299 Call to schedule.**  
**Facilitator:** Stephanie Manesis

Identify Your “Secret Sauce”
Most of today’s successful entrepreneurs have proven that the key to an effective business strategy is being able to provide your goods and services with some special sort of twist that nobody else seems to be doing quite as well as you do. Then, by learning best practices for talking about that unique angle, you’ll position yourself as the leader in your marketplace. After attending this 4-hour power-packed training session, you’ll have the tools in your toolbox for ramping up to the next level in your measurable sales and service results. **$149 Call to schedule.**  
**Facilitator:** Laura Lobo

DIY Video-Making Basics
Make great videos featuring the most natural, authentic version of yourself. Once video making becomes part of your routine, just watch how effectively your business reaches and impacts your target market. Making authentic videos is a smart strategy, but it’s not as easy as it looks. Get confidence-building tips and save yourself from unnecessary struggles in this value-packed full-day crash course. You’ll be amazed at the transformation of both your mindset and your skill set! **$449 Call to schedule.**

**Protect and Respect our Elders**
Elder abuse refers to any intentional or negligent act by a caregiver that causes harm, or serious risk of harm, to a vulnerable adult. The victims are usually vulnerable and depend on others because they cannot help themselves. Abusers are often caregivers or well trusted individuals, such as family members, friends, or acquaintances.

In this two-hour session learn about the Types of Elder Abuse, Warning Signs and How to Prevent Elder Abuse. **$99 Call to schedule.**  
**Facilitator:** Leo Rognlin
**LEADERSHIP LEARNING JOURNEY**

A learning journey is a position/needs specific, designed learning experience that occurs over a period of time and involves a whole series of different learning elements and learning experiences involving different methods and channels.

Whether you are or hope to be, a supervisor, manager, group leader, or an emerging leader in your organization, we can help you on your path to success. The foundation of the leadership journey is based on Ken Blanchard Companies Programs in addition to other skills that are needed to lead people effectively.

**Entire Series:** 60 hours | **Cost:** $2,499

**Each class can be taken separately, please call to schedule an individual class.**

**Blanchard Management Essentials**

This program focuses on helping managers be more effective in their role and includes animations, videos, group activities, and skill practices. With an emphasis on the Four Core Conversations managers need to have, four conversational skills are presented that create the how-to for conversations. **$449 | Facilitator: Mary Beth Burns**

**Fargo:** Wednesday, April 13 • 9 a.m.-4 p.m.

**Blanchard SLII Concepts**

Situational Leadership® II (SLII®) is the most comprehensive, up-to-date, and practical method of effectively managing and developing people, time, and resources in the world. SLII is a model and a set of tools for opening up communication and helping others develop self-reliance. **$299 | Facilitator: Mary Beth Burns**

**Fargo:** Wednesday, April 27 • 8 a.m.-12 p.m.

**Blanchard Coaching Essentials**

The Coaching Essentials program is designed for managers who want to engage in coaching conversations with their people to help them become self-reliant performers. Managers will learn and practice structured coaching conversations that will help their direct reports to be effective and independent. In support of the coaching conversations, managers will learn and practice the Coaching Process and the Essential Coaching Skills that support all conversations. **$499 | Facilitator: Mary Beth Burns**

**Fargo:** Wednesday, May 11 • 9 a.m.-4 p.m.

**Blanchard Conversational Capacity**

Conversational Capacity teaches people how to engage in constructive, learning-focused dialogue when challenging topics or conflicts arise so they can make informed decisions and find the best solutions, even under high pressure. That’s where difficult exchanges turn into learning opportunities and unfocused meetings become innovation incubators. **$499 | Facilitator: Mary Beth Burns**

**Fargo:** Wednesday, May 25 • 9 a.m.-4 p.m.

**Human Resource Topics 2-Hour Virtual Classes**

**Facilitator: Janie Breth**

- **Lawful, Legal & Effective Interviewing** $99 **Wednesday, June 8 • 8-10 a.m.**
- **Performance Appraisal as an Ongoing Process** $99 **Wednesday, June 8 • 10 a.m.-12 p.m.**
- **Progressive Discipline and Terminations** $99 **Wednesday, June 8 • 1-3 p.m.**
  (How to avoid a wrongful discharge lawsuit)
- **Working with Difficult Employee Problems** $99 **Thursday, June 9 • 8-10 a.m.**
- **Preventing Harassment in the Workplace** $99 **Thursday, June 9 • 10 a.m.-12 p.m.**

**Avoid Burnout by Tending to Stress**

In today’s fast-paced world, high performers in all jobs will improve their capacity for long term results and career stamina when self-care strategies are put in place. If someone you know is at risk for workplace burn out, tell them about this course to ensure they’ll be able to effectively stick around for the long haul. If that person is you, bring along a friend or coworker and hold each other accountable for these essential best practices that set both of you up for a rewarding and impactful lifetime of service in your unique and valuable areas of expertise! **$129 | Facilitator: Laura Lobo**

**Fargo:** Wednesday, July 13 • 8-10 a.m.
Motivating Employees To Be Their Best
In this two-hour class you will identify major factors that affect motivation, apply dialog and listening skills that model community, influence, and openness. You will also learn how to take specific actions to foster trust within a group, model the concepts of accountability, and teach a four-step process designed to help groups learn from mistakes. $129 • Facilitator: Laura Lobo
Fargo: Wednesday, July 13 • 10 a.m.-12 p.m.

Introduction to Public Speaking and Conducting Meetings
In this two-part, Introduction and Practice, eight-hour class, you will learn the basics of public speaking with the opportunity to gain proficiency in the basic types of speeches while freeing student from some of the problems of stage fright, organization and delivery. In the second four-hour session you will learn to create an agenda, manage the time, generate participation and lead the group through the process of creating an action plan and next steps. $379 • Facilitator: Laura Lobo
Fargo: Part 1 – Wednesday, July 27 • 8 a.m.-12 p.m.
Part 2 – Wednesday, August 10 • 8 a.m.-12 p.m.

Leading Teams with DISC
In this four-hour session, you will learn about the four DISC styles. DISC measures behavioral style. It does not measure intelligence, aptitude, mental health or values. Members complete a DiSC assessment which creates a DISC profile which describes human behavior in various situations, for example how you respond to challenges, how you influence others, your preferred pace and how you respond to rules and procedures.

A high performing team exists when there is diversity in their abilities and an agreed commitment to accomplish the same objectives. Working well in a team requires navigating the interactions among team members in a way that propels the team forward.

The DISC Styles delivers a framework with which to better comprehend the motivations and preferences of each member. This accelerates a Team from Forming to the Performing Stage $259 • Facilitator: Mary Beth Burns
Fargo: Wednesday, August 24 • 8 a.m.-12 p.m.

Basic Business Writing
In this six-hour class you will learn to create more engaging presentations, more actionable e-mails and more persuasive memos. The need for sharp writing skills in business is greater today than ever before. We’re surrounded by mountains of text on our virtual and actual desktops every day. Learn how to choose the most powerful words and write the most effective documents to give yourself a much-needed edge. $299 • Facilitator: Stephanie Manesis
Fargo: Part 1 – Wednesday, September 7 • 8 a.m.-12 p.m.
Part 2 – Wednesday, September 21 • 10 a.m.-12 p.m.

Business Etiquette
In this two-hour class, you will increase your knowledge and ability to Practice Common Business Etiquette. Interact in a respectful manner with co-workers and subordinates, build rapport and make positive human connections, use proper netiquette, etiquette in the time of COVID and create an action plan. $129 • Facilitator: Mary Beth Burns
Fargo: Wednesday, September 21 • 8-10 a.m.

Leading with Emotional Intelligence
In this four-hour class you will learn how to Manage your emotions by recognizing how thoughts and emotions are connected. You will also learn how to improve your self-control by identifying physical cues that indicate your emotions may be taking over.

Also discover how emotional intelligence can help you develop more positive relationships at work and a more optimistic outlook. $259 • Facilitator: Kathy Marquette
Fargo: Wednesday, October 5 • 1-5 p.m.

7 Ways to Strengthen Your Company’s Online Reputation in Virtual Meetings
Because your company’s online reputation will affect customer retention metrics, great leaders must raise the bar!

In this class you will learn:
- To project a professional image always bring your best game.
- To prevent classic blunders by anticipating technical issues.
- An appropriate energy level keeps Attention without being distracting.
- How practicing consistency builds lasting trust.
- How to maximize impact by using superior listening skills.
- To gather feedback for continuous self-improvement.
- To reflect and add polish to your image of success.

$149 Call to schedule. Facilitator: Laura Lobo

Voice Pizazz Blogging and Authorship Booster
It’s no secret that either authoring a book or developing an online following through blogging are smart moves for both entrepreneurs and executive leaders. When you take career matters like these into your own hands, you set yourself apart.

Practices like these demonstrate the character qualities and values that command higher salaries and pave the way to opportunities otherwise saved for the upper echelons. Don’t waste another day at your current level. Step up your game with other like-minded high achievers by signing up today to become the best version of your professional self.

For a three month duration, (12 online 2-hour sessions) this online course will involve a weekly 2-hour session tailored to the individual needs and goals of the participants. Prior to acceptance in this program, participants must complete an application to determine minimum qualifications and set up suitable matches with group teammates. $799 Call to schedule. Facilitator: Laura Lobo
Especially liked learning about the 3D model and adding images to the slides. The different styles of presentations and creation of the slides! Great instruction.

Cisco, CompTIA and MOC classes can be delivered as instructor-led, virtually or Online LIVE. Pricing varies by delivery option.

Contact Susie Carlson regarding pricing and training options.

BUSINESS INTELLIGENCE: DASHBOARD IN A DAY

Brought to you by Nexus Innovations

Dashboard in a Day is a comprehensive 8-hour training session to help you understand and explore Power BI as a solution for business data collaboration. Dashboard in a Day is an introductory to intermediate course designed to accelerate your Power BI experience with practical, hands-on training. The workshop is meant for beginners as well as users with intermediate level skills and the goal is to give all the attendees a solid foundational knowledge of Power BI and a working dashboard of their data. $499

Trainers: Tony Ambrose and Taylor Pope

Fargo: Tuesday, March 29 • 8 a.m.-5 pm.

MICROSOFT POWER PLATFORM

PowerApps, Flow, Common Data Service: App in a Day Workshop

App in a Day is a comprehensive hands-on training workshop designed to help you understand and explore leveraging the Microsoft Power Platform for custom business apps. App in a Day is an introductory to intermediate course designed for solution developers and power users with experience designing and developing business solutions. Our goal is to give all the attendees a solid foundational knowledge of Microsoft PowerApps, Microsoft Flow, the Microsoft Common Data Service, and practical experience to have the confidence to use these tools to build custom solutions for their organization. $649 • Trainer: Tony Ambrose

Call to schedule.

WE CAN ACCOMMODATE THAT!

Some of our classes only need a minimum of two people to attend, so please let us know and we can work with you to deliver the training!

Minimum and maximum enrollment required for all classes. Previous versions of all computer programs are available by request.
AUTOCAD

AutoCAD 2021 Fundamentals
The objective of AutoCAD 2021 Fundamentals is to teach students to create a basic 2D drawing in AutoCAD. All topics, including features and commands, relate both to AutoCAD and AutoCAD LT unless specifically noted otherwise in the courseware.

$1,899 (40 hours) • Trainer: Ed Cronin
Call to schedule.

AutoCAD LT 2021 Essentials
The objective of this 24-hour, AutoCAD/AutoCAD LT 2021 Essentials is to teach students to create a basic 2D drawing in the AutoCAD software. Even at this fundamental level, the AutoCAD software is one of the most sophisticated computer applications that you are likely to encounter. Therefore, learning to use it can be challenging.

$1,199 • Trainer: Ed Cronin
Call to schedule.

AutoCAD Plant 3D 2022 Essentials
In this 4-day training course, you learn how to use the AutoCAD® P&ID and AutoCAD® Plant 3D software products to complete a plant design project. This training course provides a comprehensive overview that includes all common workflows for plant design plus a focus on project setup and administration.

Topics Covered:
- Introduction to AutoCAD Plant 3D
- Using AutoCAD P&ID
- Setting up and administering a Plant project

Prerequisites:
- A good working knowledge of AutoCAD (i.e., a minimum of 80 hours of work experience with the AutoCAD software), is recommended.

CLASS INFORMATION
Tuesday-Friday, May 17-21, 2022
8:30 a.m.-4:30 p.m.
Cost: $2,295
Class size is limited. Registration closes on Tuesday, April 19.

Data Analysis and Visualization with Microsoft® Excel® (D.A.V.E.)
This course is designed for students who already have foundational knowledge and skills in Excel and who wish to perform robust and advanced data and statistical analysis with Microsoft Excel using PivotTables, use tools such as Power Pivot and the Data Analysis ToolPak to analyze data, and visualize data and insights using advanced visualizations in charts and dashboards in Excel. $499 (16-hour)

Trainer: Ed Cronin
Call to schedule.

The instructor’s excellent command of the subject matter meant he could switch quickly between following the booklet provided and stepping out of it to answer more specific questions that attendees had. Also, the training material in the booklet was helpful to see examples as we went through the steps. Also really liked that we all had individual computers so we could do the steps and then click around in excel instead of just watching someone do it on the screen like some other trainings I’ve seen.

MICROSOFT® CLASSES
Classes offer In Person or Virtual. Call for more information. Classes are 8:30 a.m.-4 p.m. unless listed.

Office 2016
ACCESS - $289
Level 1 Call to schedule.
Level 2 Call to schedule.

EXCEL - $289
Level 1
Fargo: Tuesday, April 19
Fargo: Tuesday, May 24
Fargo: Tuesday, June 14

Level 2
Fargo: Thursday, April 21
Fargo: Thursday, May 26
Fargo: Thursday, June 16

EXCEL PIVOT TABLES - $199
Fargo: Tuesday, May 3
Fargo: Thursday, June 30
8 a.m.-12 p.m.

OUTLOOK - $289
Level 1 Call to schedule.
Level 2 Call to schedule.

ONE NOTE - $199
Call to schedule.

POWERPOINT - $289
Level 1 Call to schedule.
Level 2 Call to schedule.

PROJECT - $289
Part 1 Call to schedule.
Part 2 Call to schedule.

VISIO - $289

WORD - $289
Level 1 Call to schedule.
Level 2 Call to schedule.

ADOBE® CC 2020
Classes are 8:30 a.m.-4:30 p.m. unless listed.
Call to schedule.

Adobe Acrobat
Part 1 & Part 2 - $349

Adobe Illustrator
Part 1 & Part 2 - $349

Adobe InDesign
Part 1 & Part 2 - $399

Adobe Photoshop
Part 1 & Part 2 - $349
PROFESSIONAL CDL

CDL/TRUCK DRIVING
120 Total Hours
- 80 Hours – Behind the Wheel, Range and Skills Training
- 40 Hours – Classroom

Schedule: Monday-Friday 8:30 a.m.-5 p.m. (30 minute lunch break)
Cost: $5,495
Deposit: $1,000 to hold your seat for a class

CURRENT COURSE INFORMATION OR TO REGISTER
Contact NDSCS.CDL@ndscs.edu or 701-231-6922 for current course offerings and availability.

My name is Kent and I attended NDSCS to obtain my commercial driver’s license. The staff treated me so well, I don’t even know how to describe it.
**MANUFACTURING & INDUSTRIAL CLASSES**

- Blueprint Reading
- Basic Metallurgy
- Press Brake and Shear Operation
- Programmable Logic Controls
- Fanuc Robotics-Basic Programming and Operation
- Fire Extinguisher Training
- Silica Safety Training
- HAZWOPER (Hazardous Waste Operation and Emergency Response)

**OSHA**

OSHA 10-hour & OSHA 30-hour

**WELDING**

ATF Weld Testing
Call for pricing.

Customized Welding - Call for Availability
We provide a complete assessment of your company’s welding process and customized training adjusted to your specific needs.

Welding Qualification and Certification
AWS; ASME; API

Welding Shop Safety

Weld Symbols

Arch Welding
Gas Tungsten, Metal, Shielded Metal

**NFPA 79**

NFPA 79-2021 Electrical Standard
For Industrial Machinery is the key regulatory standard for administering a safety protocol in any business that uses industrial machinery. This standard provides information that helps managers and workers apply the provisions of the standard to electrical equipment or systems. It applies to electrical or electronic equipment (or apparatus or systems) of industrial machines supplied from nominal voltage of 1000 volts or less. The standard applies to the point of connection of the supply circuit conductors to the electrical equipment of the machine. The standard is designed to protect equipment, operators, the facilities, and jobs in progress from electrical and fire hazards.

"Mitch was very knowledgeable on the source material. Really any question I could come up he could answer. Easy to ask questions of and was patient."

"He was very fun to talk with throughout the training process. He makes this class very fun and easy to understand."

"The instructor was very “hands on”.

"Mitch was very knowledgeable on the source material. Really any question I could come up he could answer. Easy to ask questions of and was patient."

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"The instructor was very “hands on”.

701-231-6915 | NDSCS.edu/Training
THE PATHWAY TOWARDS SUCCESS
REGISTERED APPRENTICESHIP PROGRAMS AT NDSCS

What is a Registered Apprenticeship?
A registered apprenticeship is a proven workforce development opportunity designed to meet the challenges that many of today’s employers are facing.

5 CORE COMPONENTS OF REGISTERED APPRENTICESHIP:

Employers Assist with the Development of Programs
The need of the employer is foundational to the development of the Registered Apprenticeship.

On-The-Job Learning
The employer identifies a mentor to assist in training the apprentice.

Related Technical Instruction
NDSCS provides along with employer and industry recognized subject matter experts, the educational materials for each program.

Rewards for Skills Obtained
Apprentices receive wage progressions, at least annually to recognize the increased skills the apprentice has obtained.

Benefits for Employers
Registered Apprenticeship Programs help employers develop highly skilled employees. These programs can also greatly reduce turnover rates, recruiting and onboarding costs all while increasing satisfaction, productivity, safety and loyalty. Additionally, knowledge and experience of current employees is perpetuated in the new apprentice’s development.

- Tailored Training Programs
- Knowledge Retention
- Registered Apprenticeship Programs
- Cost Savings
- Greater Loyalty from Employees

Benefits for Apprentices
Apprenticeship is a career pathway, training and guiding an apprentice through the first few years on the job. By the end of the program, apprentices are well equipped and valuable assets to their employer.

- Employment Guarantee
- Affordable
- Pathway to an Associated Degree
- Industry Supported Education
- Flexible Schedules and Self-Paced

Nationally Recognized Credentials are Earned
Registered Apprenticeship Programs result in a nationally recognized credential that is a guarantee to employers that apprentices are fully qualified for their chosen occupation.
GETTING STARTED

Apprentices

STEP 1: Learn more by visiting NDSCS.edu/ApprenticeshipND

STEP 2: Apply to ApprenticeshipND

STEP 3: Set up appointment for screening

This process is designed to help you determine what will best fit you and your goals and how ApprenticeshipND can help you become more successful in today’s workforce.

Employers

A Registered Apprenticeship Program is a tried and true approach that is beneficial in preparing workers for jobs and meeting the needs of businesses for a workforce that is highly skilled and ready to perform.

ApprenticeshipND will assist you in:

- Exploring your specific needs
- Building the core components of a Registered Apprenticeship Program
- Identifying key components
- Launching your program to get employees working in the areas you need them.

Contact ApprenticeshipND to get started on exploring an apprenticeship strategy to meet your needs for highly skilled workers.

REGISTERED APPRENTICESHIP PROGRAMS

Currently ApprenticeshipND is managing Registered Apprenticeship Programs in the areas of Emergency Medical Technician, Certified Nursing Assistant, Workforce Development Specialist, Construction Equipment Mechanic, Certified Medication Aide, Diesel Mechanic, and Operating Engineer. These programs are recognized by the US Department of Labor, Office of Apprenticeship. Recruiting, screening and selection of apprentices is currently underway.

For more information contact NDSCS.RegisteredApprenticeship@ndscs.edu.

RELATED TECHNICAL INSTRUCTION

Advance your education and apprenticeship skills while earning steady pay! Choose from over 100 non-credit correspondence courses in skilled craft positions.

Our customized program is set up for non-traditional students who may not be able to attend traditional classes. With today’s job market, apprenticeship training gives you the advantage to compete in a global economy!

Currently available programs of study:

- Electrical
- HVAC
- Carpenter
- Sheet Metal
- Fiber Optics/Cabling
- Plumbing/Pipefitting
- Machine Tooling

- Open enrollment all year
- Prices include all required materials and books
- Everything for the course is shipped directly to you
- Many programs are available online

PHARMACY TECH IN TRAINING

Pharmacy Technicians are under direct supervision of a licensed pharmacist and assist the pharmacist to provide medication and healthcare products to patients and customers.

The student technician arranges on-the-job training with a participating pharmacist as a full-time employee while completing the 24-month non-credit modules with ApprenticeshipND. The Student Technician is registered with the North Dakota Board of Pharmacy. The curriculum is accredited by ASHP and upon successful completion of the Program, the Student Technician will be eligible for the Pharmacy Technician Certification Board national certification exam.

Having the ability to work while completing my courses has been crucial. My family is too established where I am living and that would not allow me to take courses on site at NDSCS.

Brian Fuder
ApprenticeshipND Manager
701-231-6921
Brian.Fuder@ndscs.edu

Maggie Kluge
ApprenticeshipND Coordinator
701-671-2206
Maggie.Kluge@ndscs.edu

Pamela Morrau
Project Specialist
701-231-6927
Pamela.Morrau@ndscs.edu
We’re taking on new challenges at SkillsND including pre-apprenticeship programs for healthcare, manufacturing, construction and more.

Visit NDSCS.edu/SkillsND for up-to-date information about classes and apprenticeship opportunities.

Email: NDSCS.SkillsND@ndscs.edu

**SKILLED TRADES | PRE-SKILLED TRADES CONSTRUCTION & MANUFACTURING**

**Pre-skilled Trades Modules**
- Basic Math Review for Workplace
- Safety and Tools
- Essential Communication Skills for the Workplace
- Skilled Trades Job Search Skills

**Skilled Trades Pre-Apprenticeship Modules**
- Construction Math/Print Reading Skills
- Power and Hand Tools
- OSHA/Forklift Safety
- Communication Skills/Computer Literacy
**CNA/HEALTHCARE**

SkillsND’s goal is to develop a comprehensive pathway for people entering the healthcare field.

Knowledge and skills gained through Certified Nurse Assistant (CNA) training and work in long-term care is a strong healthcare foundation.

**CNA-Healthcare Basics**

- Generous scholarships are available for income-eligible people.
- Visit NDSCS.edu/SkillsND for up-to-date information about Healthcare basics.

**CNA Hybrid Classes**

- Hybrid classes meet the needs of rural health care and other home-bound students. Class is 80% synchronous learning (real time with the instructor) and 20% face to face instruction at the NDSCS-Fargo Campus.
- Hybrid class requires a computer with a microphone and camera, stable internet, and commitment to online learning.
- 75-hour hybrid class meets the requirements of the ND Health Department
- Testing for NDSCS CNA students is scheduled at the end of the classes.

**Class Cost:** $569 (includes book, workbook and supplies)

**CNA Certification Test:** $200 (if purchased with class registration)

**CLASS SCHEDULE AT NDSCS-FARGO**

Visit NDSCS.edu/CNAregistration and NDSCS.edu/CNA for more information and the specific schedule of classes.

**CNA CERTIFICATION TESTING**

NDSCS-Fargo is a regional test site for the North Dakota CNA Certification Exam and provides testing in support of the healthcare industry.

Testing is held approximately two times per month.

**CNA Certification Test:** $220

Visit NDSCS.edu/CNAtesting for costs, dates, and rates.

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"I found the teacher to be easy to understand. He made it interesting – very valuable."

CNA Healthcare Basics class makes you have a strong foundation. I enjoy the classes with wonderful lecturers every day.

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"INTERESTED IN A FULFILLING TEACHING OR VOLUNTEER ROLE?"

SkillsND is looking for people committed to helping adults move into successful jobs and careers.

**Contact us today.**

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**CNA HEALTHCARE BASICS & CNA CLASS REGISTRATION**

NDSCS.edu/CNAregistration

**CNA CLASSES**

NDSCS.edu/CNA

**CNA TESTING**

NDSCS.edu/CNAtesting

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**CNA HEALTHCARE BASICS & CNA CLASS QUESTIONS?**

Online NDSCS.edu/CNA

Email NDSCS.CNA@ndscs.edu

Call 701-231-6930
Gain skills for the 21st century from UGotClass

Numerous online certificates and courses are available in the following areas:

ONLINE COURSES

NEW UGOTCLASS PROGRAMS
NDSCS.edu/OnlineTraining
Next Certificate Classes Start on April 4, 2022

BUSINESS CLASSES & CERTIFICATES
Accounting and Finances for Non-Financial Managers

Bookkeeping Certificate
◆ Understanding Debits and Credits
◆ General Ledger and Month End Procedures
◆ Closing Procedures and Financial Statements

Entrepreneurship Certificate
◆ Entrepreneur Boot Camp
◆ The Business Plan
◆ Entrepreneurial Marketing

BUSINESS COMMUNICATION
Certificate in Basic Game Design
◆ Introduction to Game Design
◆ Intermediate Video Game Design

Certificate in Customer Service
◆ Extraordinary Customer Service
◆ Keys to Customer Service

Negotiation: Get What You Want

Certificate in Business Writing
◆ Business Writing
◆ Effective Copywriting
◆ Writing News and Press Releases

Certificate in Workplace Communication
◆ Conflict Management
◆ Negotiation: Get What You Want
◆ Using Personality Profiles for Better Work Performance

DATA SCIENCE CERTIFICATES
Certificate in Data Analysis
◆ Introduction to Data Analysis
◆ Intermediate Data Analysis
◆ Advanced Data Analysis

SQL Certificate
◆ Introduction to SQL
◆ Intermediate to SQL
◆ Advanced SQL

Certificate in Web Design
◆ Introduction to Web Design
◆ Intermediate Web Design
◆ Advanced Web Design

Coding Certificate
◆ Introduction to Coding
◆ HTML Fundamentals
◆ CSS Fundamentals

NEW MEDIA MARKETING
Digital Marketing Certificate
◆ Improving Email Promotions
◆ Boosting Your Website Traffic
◆ Online Advertising

Mastering Video Marketing Certificate
◆ Video Marketing
◆ YouTube for Business

SOCIAL MEDIA FOR BUSINESS
Social Media for Business Certificate
◆ Introduction to Social Media
◆ Integrating Social Media in Your Organization
◆ Marketing Using Social Media

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